

PAPER RECYCLING TIPS

YOU CAN RECYCLE

white and colored paper
computer paper (green bar and laser)
stationery
fax paper (yes! it's true!)
manila folders
NCR paper
envelopes (even those with windows)
copy paper
junk mail
glossy stock
newspapers
phone books
Kraft envelopes (yellow)
interoffice envelopes
magazines
hanging files w/o folders
post it notes

cardboard (please flatten and place next to recycling box)

DO NOT RECYCLE

paper food containers
carbon paper
plastic and vinyl binders
tissues and towels
Tyvek envelopes
blue print paper
books

PLEASE NOTE....

Paper and plastic don't mix; please remove binders and other non-paper items.
STAPLES AND PAPER CLIPS ARE OK to mix in with your recycled items.

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RECYCLE **BATTERIES** HERE



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THIS PRINTER HAS

DOUBLE-SIDED

PRINTING CAPABILITIES

IF YOU ARE PRINTING TO THIS PRINTER
PLEASE SET YOUR DEFAULT PRINT MODE
TO DOUBLE-SIDED...

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To reduce paper use,
this copier is now set to a

DOUBLE-SIDED
default mode

If you wish to make single sided copies,
please press the appropriate button

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RECYCLE ALL **CANS & BOTTLES** HERE



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**CANS & BOTTLES
RECYCLE
HERE**



**CANS & BOTTLES
RECYCLE
HERE**



DID YOU REMEMBER TO:

SHUT OFF YOUR COMPUTER AND MONITOR?

SHUT OFF ALL INDIVIDUAL LIGHTS?

SHUT OFF FANS, COFFEE MACHINES, AND OTHER APPLIANCES?

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